



### Patient Medical Record Copy Fee Notice

Rush University Medical Center has contracted Vital Records Control (VRC) to process valid requests for copies of medical records. To request your medical records, you may complete a **Release of Information Form**. These forms are available at your physician's office or you may contact VRC for a copy. Requests for copies of medical records are subject to reproduction fees in accordance with federal and state regulations. You are hereby notified in advance of said fees and by submitting this request you are accepting these fees and authorizing the provider/ VRC to process your request for records. An invoice will be sent to you once your request has been processed.

HITECH/Patient Access Requests - If a patient is requesting their own records for personal reasons (any request where records are sent directly to the patient or their personal representative), the patient will be charged. The fees are as follows:

Patient rates for records	State of IL/3rd Party Rates
Fees may include: <ul style="list-style-type: none"><li>• Minimum \$6.50 Flat fee for 375 pages or less</li><li>• \$0.02/page average labor after the first 375 pages</li><li>• \$6.50 per CD if applicable</li><li>• Plus postage if applicable</li><li>• \$25 for certification service if applicable</li></ul>	Fees may include: <ul style="list-style-type: none"><li>• \$31.56/Handling charge</li><li>• \$1.18 per page for pages 1 through 25</li><li>• \$0.79 per page for pages 26 through 50</li><li>• \$0.39 per page for pages in excess of 51</li><li>• \$25 per CD if applicable</li><li>• \$25 for certification service if applicable</li></ul>

Records sent directly to or requested by 3rd parties (attorney's, insurance companies, copy service's, etc.) will be subject to the state regulated fee schedule. Your completed form may be submitted to your doctor for processing. The request may also be faxed or sent via email to the fax and email address listed below.

**For status of a record request contact:**

Vital Records Control  
PO Box 11407  
Birmingham, AL 35246  
Phone: (312) 942-7262  
Fax: (312)-942-2264

Fees should be remitted to VRC as directed on the invoice you receive. Checks should be made payable to Vital Records Control. You can also make a payment with a credit card online at <https://pay.recordconnect.com> or by calling VRC at (312) 942-7262.

Our standard processing time to respond to your request is 7-10 days. Please do not hesitate to contact us with any questions or concerns.